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## PART I

### IMPORTANT GOVERNMENT ORDERS

#### CHIEF SECRETARIAT

##### Simplification of work, etc., in the General and Revenue Secretariat.

##### READ—

Government Order No. 4386-4442—C. B. 155-31-1, dated 27th June 1932, placing *Rajasevaparayana* Mr. B. Srinivasa Iyengar, Financial Secretary to Government, on special duty, for examining in detail the work in the Comptroller's Office and in the General and Revenue Secretariat and submitting proposals for simplifying methods of work now obtaining in the two offices and for reducing the staff to the extent possible.

2. Letter No. Spl. 72—1932-33, dated 1st September 1932, from *Rajasevaparayana* Mr. B. Srinivasa Iyengar submitting a report as required, embodying the results of his investigation.

ORDER No. O. 2339-40—O. E. 79-33-1, DATED BANGALORE,  
THE 8TH MARCH 1934.

The report submitted by the Special Officer consists of three parts: Part I relates to the organisation of the Comptroller's Office, Part II deals with the working of the General and Revenue Secretariat and Part III contains a financial summary of the proposals made in the other two parts for effecting economy and retrenchment.

2. Government have, in their Proceedings No. Fl. 788—G. F. 58-32-3, dated 9th August 1933, passed orders on the suggestions made by the Special Officer for simplification of work and reduction of staff in the Comptroller's Office.

3. The proposals of the Special Officer pertaining to the General and Revenue Secretariat\* were considered by the Secretaries to Government at meetings held on the 20th September 1932, 8th December 1932, 10th March 1933 and 25th July 1933. The action taken in regard to the several recommendations is indicated below:—

(a) *Paras 176 to 179 of the Report. One combined cadre for Clerks on time scale in place of the existing two divisions, etc.*—The Special Officer is of the opinion that there may be only one combined service for all clerks on a suitable time scale, with proper safeguards. He proposes that the system of annual incremental scale may be replaced by a system of triennial increments, that the period of probation for new entrants may be fixed at two years and that the total number of senior clerks (those getting more than Rs. 90 per mensem) may not exceed one-fourth of the total strength of the entire clerical service of the Secretariat. After

\* Printed as an annexure to this order.

considering all the aspects of the case, Government have decided that the existing scales may continue for the present and that the question of doing away with the system of annual increments and the substitution of a scheme of biennial or triennial increments be taken up as a general one.

(b) *Paras 180 to 183. Formation of a General Issue Branch.*—The Special Officer thinks that, the despatching work in the Branches being of a mechanical nature and of varying quantity, it would lead to economy of labour and stationery if a General Issue Branch is formed and the work of the despatchers in all the branches is centralised therein under one agency. With this end in view, he suggests a scheme for adoption, comprising the work not only of the regular branch despatchers, but also of the present Typing Section and of the General Despatching and Multigraph Sections. Government have examined the scheme and are in agreement with the Secretaries in their decision that the existing arrangement may continue.

(c) *Paras 213 to 223. Amalgamation of the Associated Offices with the Secretariat proper and supervision of the Muzrai Branch and of the Office of the Central Recruitment Board by a single Superintendent.*—Government consider that the present arrangement, under which these associated offices are separate, may continue, especially as it secures a close and independent supervision of the work turned out in these offices, some of which are also of a technical nature.

(d) *Paras 226 and 227. Appointment of an Engineer Officer as Development Secretary to Government.*—The Special Officer suggests that if it is possible to combine in one organisation the Secretariat work of the Public Works, Krishna-rajasagara, Electrical and Railway Secretariats, an Engineer Officer may be appointed Development Secretary to Government, who may be relieved of the charge of Revenue Departments and entrusted instead with the Secretariat work of the above four technical departments. Government consider that the arrangement proposed will not as pointed out by the Special Officer result in any saving, as the work now being done by the Development Secretary cannot be distributed among the other Secretaries.

(e) *Paras 186 to 188 and 224 and 225. Improvement in methods of business and simplification of work.*—The Special Officer's proposal is that Under and Assistant Secretaries may be empowered to submit cases more largely to the Member of Council in charge direct and to dispose of routine cases, and that reference of cases to the Financial Secretariat should be strictly regulated by the procedure for reference to the Financial Department as contained in the Government Order of 1918. This procedure is being insisted upon as far as possible and as regards the simplification suggested in the former part of the proposal, Government consider that the existing arrangement may continue.

(f) *Paras 195 to 211. Delegation to Heads of Departments of certain powers now vested with Government.*—The recommendations of the Special Officer may be broadly classified under the following heads:—

- (1) Enhancement of powers of Heads of Departments under the Mysore Service Regulations in the matter of making appointments, granting leave and ordering retirement.
- (2) Grant of additional powers under the Mysore Account Code, to Heads of Departments about incurring expenditure in routine matters, powers of reappropriation and of writing off losses.
- (3) Abolition or reduction of unnecessary returns.
- (4) Decentralisation of work in particular departments such as Education, Muzrai and Excise and in the Local Self-Government Branch of the Secretariat.

These suggestions of Special Officer have been ordered to be examined in detail by the several Branches of the Secretariat in consultation with the Heads of Departments concerned.

(g) *Para 212. Revised classification of appointments dealt with by the Central Recruitment Board.*—The Special Officer considers that the appointments now divided into four classes under rule 9 of the Recruitment Rules may with advantage be revised so as to have only three classes, the minimum qualification for the last class being fixed as a pass in the S.S.L.C. or Upper Secondary Examination. The views of the Special Officer in the matter have been ordered to be placed before the Central Recruitment Board for consideration.

R. RANGA RAO,  
Chief Secretary to Government.